



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PROPERTY CONTROLLER II

\$3,297 - \$4,005

ENFORCEMENT BRANCH HEADQUARTERS OFFICE SACRAMENTO

RESPONSIBILITIES:

Under the direction of the Unit Manager or designee, the Property Controller II serves as the lead of the Property Control Unit within the Enforcement Branch Headquarters (EBHQ). While following established policies, procedures and precedents, the incumbent performs complex property control and business management related functions within the Enforcement Branch Headquarters and works closely with 17 regional offices within the Branch (EBHQ, Fraud and Investigation Divisions) on a variety of property control functions including but not limited to asset management, inventory control, management of Branch's vehicle fleet, purchasing, processing invoices, and shipping and receiving; and exercises a high degree of initiative and independence in performing assigned tasks with a cooperative attitude and commitment to teamwork. Travel via public and/or private transportation (i.e. airplane, automobile, etc.) may be required. **Background check, fingerprinting and a medical exam (ability to lift/move up to 50 pounds; and bend and kneel) is required. Free Parking! Close to Light Rail!**

DESIRABLE QUALIFICATIONS:

- Knowledge of methods and practices in receiving, issuing, inspecting, recording, maintaining and reconciling inventory; accounting for and disposing of property and state records in accordance with applicable Government Code(s), the State Administrative Manual (SAM), and departmental policies and procedures;
- Knowledge of personal computer software programs and automated systems (i.e. Excel, Access, Word, and Outlook) and the Internet;
- Ability to work independently with minimal supervision, and exercise a high degree of initiative;
- Ability to follow oral and written instructions, analyze data and situations accurately and take effective action;
- Ability to communicate effectively both orally and in writing;
- Ability to make accurate arithmetical calculations;
- Ability to operate a motor vehicle;
- Must possess strong interpersonal and organizational skills;
- Must work well under pressure, with short deadlines, and changing priorities;
- Must demonstrate sound completed staff work capabilities and critical thinking;
- Must be dependable, and possess tact and good judgment, and maintain a courteous and professional demeanor at all times.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Property Controller II level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. **All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.**

APPLICATION PROCEDURE:

Send a completed standard State of California application to Laura Gonzalez, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "PROPERTY CONTROLLER II, PSN # 413-176-1549-001" ON THE STATE APPLICATION.** For additional information, please call (916) 492-3308 or laura.gonzalez@insurance.ca.gov

FINAL FILING DATE: Until Filled

NOTE: Interested individuals must submit an application in order to be considered for this position.

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DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.